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HANDBOOK ON PAROLE FUNCTIONS

For Police Officers
in Pennsylvania

Published April, 1960

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COMMONWEALTH OF PENNSYLVANIA

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Chief of Police, Borough of Camp Hill

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Former Chief of Police, City of Duquesne

FRANCIS J. SCHAFER, Executive Director,
Pennsylvania Chiefs of Police Association

PAROLE AND THE POLICE

This booklet is for police officers.

It was prepared jointly by the Parole Committee of the Pennsylvania Chiefs of Police Association and the Pennsylvania Board of Parole to assist the patrolman in handling arrested parolees.

The police, both State and Local, aided in the production because they believe there are many instances where the parole agent can assist the officer in his important duty of law enforcement.

Parole agents have been instructed to visit the police in their districts and to become familiar with their problems. They have been told to assist the police in every way possible.

On the other hand, the police should encourage their officers to aid the agent in his work of rehabilitation. Use him and his agency as a source of assistance in your work.

Both the police and parole authorities hope that the booklet will serve its primary purpose--that of improving the already fine co-operation between the two services.

JURISDICTION OF THE BOARD

The Board of Parole has exclusive power

To parole and reparole

To commit and recommit for violation of parole

To discharge from parole

Whom

All persons sentenced in the Commonwealth to imprisonment in any State or county correctional institution for a maximum term of two years or more. The sentence may be any one of the following:

1. The indeterminate sentence, which has a minimum and a maximum set by the court. The minimum may not exceed one-half of the imposed maximum. It may be either a State or county prison commitment.
2. The flat or definite sentence, in which a maximum but no minimum is set by the court. Such sentence may be imposed only for certain crimes for which the law provides simple imprisonment in a county prison.
3. The general sentence, imposed in cases sentenced to the State Correctional Institution at Camp Hill and the State Correctional Institution at Muncy. The general sentence has neither a minimum nor a maximum. State Correctional Institution at Camp Hill cases, however, are limited to a maximum of six years.
4. Sentences imposed under the Sex Offender Act of 1951. These are the so-called Barr Walker cases of one day to life.

Other Cases Under Board Supervision

The Board also supervises

1. Certain probation cases. The Parole Act provides that any criminal court may place an offender on probation and certify the case

to the supervision of the Pennsylvania Board of Parole. This provision also applies to cases where the maximum sentence imposed is less than two years. However, the court maintains jurisdiction and the case is returned to the court for disposition if a violation occurs.

2. Out-of-State parole cases. Under the Interstate Compact, other states frequently request the Board to supervise parolees from their jurisdictions. The sending state retains jurisdiction and disposes of the case if there is a violation.

Cases Not Under the Board of Parole

The jurisdiction of the Board of Parole does not include:

1. Persons receiving sentences of less than two years
2. Defective delinquents
3. Juveniles
4. Persons sentenced to life imprisonment.

However, the Board does assume jurisdiction if the life sentence is commuted by the Governor upon recommendation of the Board of Pardons.

WHEN THE POLICE MAKE AN ARREST

When you, as a police officer, arrest a person, it is most important both for the police and the Parole Board to know whether the arrested person is on parole.

Why it is important for the police to know parole status

1. You may learn about the arrested person's background and habits

If you know a person is on parole, the parole agent and the local district office are sources of much valuable information about the man.

2. Parole authorities may be interested in placing a detainer against the individual

Since parolees are, in effect, serving their sentences on the street, parole agents often will place a detainer against the person so that he may be held for investigation to determine whether he has violated parole rules. If he has violated in a sufficiently serious manner, the detainer probably will remain until the Board acts on the case. He may be returned to prison regardless of the outcome of the current charge. If he has not violated parole rules, the detainer may be lifted and the man allowed to enter bail.

Why it is important for the parole agent to know of arrested parolees

1. To aid him in supervision of parolees

Since the parole agent is supervising the rehabilitation of the parolee, it obviously is most important that he learn immediately of any arrest.

2. To learn of breach of parole rules

Although the arrest may not involve a violation of the law and the parolee may not have committed an offense, the arrest may bring to light other violations of parole rules.

How you can tell if he is on parole

Parolees, except in certain metropolitan districts, do not carry criminal registration cards indicating parole status. However, if the city has a registration ordinance, all parolees are ordered to register when they are released. If the parolee is carrying such a card, it will indicate parole status.

To determine if the arrested person is on parole:

1. Look for his criminal registration card
2. If you know his sentence, that will indicate parole status

Since the Board of Parole has jurisdiction in all cases with a maximum term of two years or more, if the maximum has not expired at the time of the arrest, he is on parole. Even if the maximum has expired, it may be a good idea to check the Parole Office for two reasons:

- a. The man may be in delinquent status and may still owe time to the Board
- b. The district office has his file and may be able to assist you with information of his parole adjustment on the street.

3. Ask him who is his parole agent

This surprise question often brings about an admission of parole status.

4. Teletype the Criminal Coordinating Division, Bureau of Criminal Identification of the Pennsylvania State Police, Harrisburg, Penna.

Important:

Furnish--Physical Description

Date and Place of Birth

Residence

Color

Fingerprint Classification (By Fingers)

The Bureau will have a record of his parole status if he is on parole.

How to notify the Board of Parole

When you find a case where the Board has jurisdiction and the maximum has not expired, notify the nearest district office immediately.

If the arrested person is MALE, contact the appropriate district:

DIRECTOR NO. 1 PHILADELPHIA	Dr. Kurt O. Konietzko, Supervisor Philadelphia State Office Bldg. 1400 Spring Garden Street Philadelphia, Pa. 19130 Telephone (215) 568-4000, Ext. 761 or 762
DISTRICT NO. 2 PITTSBURGH	Harry J. Cancelmi, Supervisor Pittsburgh State Office Bldg. 300 Liberty Avenue Pittsburgh, Pa. 15222 Telephone (412) 391-2100, Ext. 681 or 682
DISTRICT NO. 3 HARRISBURG	William R. White, Supervisor Box 1661 - 2035 North Front Street Harrisburg, Pa. 17120 Telephone (717) 787-2564 or 787-2563
DISTRICT NO. 4 WILKES-BARRE	Charles F. Genter, Supervisor 1317 I.B.E. Building 67 Public Square Wilkes-Barre, Pa. 18701 Telephone (717) 825-2701
DISTRICT NO. 5 WILLIAMSPORT	W. Glenn Adams, Supervisor The Williamsport Building - Room 110 460 Market Street Williamsport, Pa. 17701 Telephone (717) 322-6175
DISTRICT NO. 6 ERIE	Paul T. Marnen, Supervisor 521 G. Daniel Baldwin Bldg. 1001 State Street Erie, Pa. 16501 Telephone (814) 452-2724
DISTRICT NO. 7 ALLENTOWN	Charles H. Knapp, Supervisor 1212 Washington Street Allentown, Pa. 18102 Telephone (215) 435-6731

DISTRICT NO. 8
BUTLER

John P. Cavanaugh, Supervisor
605 Union Bank Bldg. Box 688
Butler, Pa. 16001
Telephone (412) 287-5165

DISTRICT NO. 9
ALTOONA

Lewis E. Smith Supervisor
1200 Twelfth Avenue—P.O. Box 246
Altoona, Pa. 16603
Telephone (814) 944-5031

If the arrested person is **FEMALE**, you may contact the nearest district office. However, it may be necessary for that office to get the record from one of the four offices where female records are kept.

District No. 1

Philadelphia Dr. Kurt O. Konietzko, Supervisor
Philadelphia State Office Bldg.
1400 Spring Garden Street
Philadelphia, Pa. 19130

District No. 2

Pittsburgh Harry J. Cancelmi, Supervisor
Pittsburgh State Office Bldg.
300 Liberty Avenue
Pittsburgh, Pa. 15222

District No. 5

Williamsport W. Glenn Adams, Supervisor
The Williamsport Building – Room 110
460 Market Street
Williamsport, Pa. 17701

District No. 7

Allentown Charles H. Knapp, Supervisor
1212 Washington Street
Allentown, Pa. 18102

When you should call the parole agent or district supervisor

1. As soon after the arrest as possible

The agent may wish to lodge a detainer against the man.

2. Before the preliminary hearing

The agent may then have time to discuss the case with you and decide whether there is a possibility of parole violations. The man may be discharged by the magistrate either finally or on bail if the agent is not notified in time. It is far more difficult for the agent to relocate the parolee and arrest him again, even if the circumstances indicate, if a magistrate has disposed of the current case.

3. It is advisable, whenever possible, for the agent to attend the hearing

VIOLATIONS OF PAROLE

Parole violators are classified as technical and convicted.

A technical violator is one who has violated the rules or conditions of parole.

A convicted violator is one who has been convicted of another offense.

Why the Board is interested in technical violations

The aim of the Board of Parole always has been to keep a parolee on the street as long as he is behaving himself. But, when the parolee violates his parole rules, the Board wants to have knowledge immediately so that he can be prevented from committing another crime.

The patrolman often sees parolees on his beat. We know that you do not bother or interfere with a parolee who is behaving himself and obeying the law. But suppose you see a parolee openly violating his parole rules, what can you do?

The best course is to call the violation to the agent's attention immediately, or to notify the local district office. In this day of the protection of the civil rights of the individual, it is much the better course for the agent to handle parole violations. It will be of exceptional value to the agent in determining the advisability of continuing the parolee under supervision or to arrest him for violations.

THE PAROLE RULES

The Board has adopted the following general rules, regulations and conditions of parole:

1. Upon his release from the institution, the parolee must proceed directly to the place to which he has been paroled and make an arrival report within 24 hours.
2. He must have the written permission of his parole agent before he may
 - a. Leave the State or the community to which he has been paroled
 - b. Change his residence or job
 - c. Possess or apply for a hunting or driver's license
 - d. Get married.
3. If he loses his job, he must immediately report that fact to his parole agent; he must make every effort to obtain and hold a legitimate job; and he must advise his employer that he is on parole.
4. He must support his dependents, if he has any, and assume toward them all his moral and legal obligations.
5. He is cautioned against the use of alcoholic beverages.
6. He is forbidden to own, possess, use, sell, distribute, or have under his control narcotic drugs in any form or firearms or other deadly weapons.
7. He must not associate with any person having a criminal record, with any person of bad reputation, or with any other individual with whom his parole agent may forbid him to associate.
8. He is forbidden to visit houses of prostitution, gambling sites or other questionable places.
9. He is forbidden to live in sexual relationship with any one to whom he is not legally married.
10. He must comply with all municipal, county, state and federal laws, ordinances and orders. He must conduct himself as a good citizen.

11. He must not correspond with inmates of any prison or other correctional institution, nor carry messages, call upon or write to relatives of inmates in the institution from which he has been released.
12. He must permit his parole agent to visit him at his home and place of employment at any time.
13. He must reply promptly to any communication from an accredited representative of the Board of Parole.
14. He must submit truthful written reports monthly and any other oral and written reports as may be required of him.
15. If infected with a venereal disease, he must take regular treatments until cured.
16. He must register as a person convicted of crime immediately upon his arrival in any locality requiring registration.

COORDINATION OF PAROLE AND POLICE ACTIVITIES IN SEX CASES

The Board recently announced a new program for the control and treatment of potentially dangerous sex offenders. Regulations were issued to agents to increase the control over certain types of offenders, including all Barr-Walker cases. Specifically included were cases involving child molesting, statutory rape, attacks on women, incest, exhibitionism, voyeurism (Peeping Toms), sodomy, impairing the morals of minors and certain types of arson.

In handling such cases, parole agents were instructed to enforce registration with the police where required and to encourage it where not required.

In handling such cases, parole agents were instructed to coordinate their activities with the police in the following manner:

1. Enforce registration where required; encourage registration of sex offenders by police departments not having registration requirements; or notify the police whenever a sex offender enters the community.
2. Inform police departments of movements of sex offenders through written communication directly with the police departments and through notification of other parole district supervisors when other districts are involved.
3. Visit regularly police departments of communities of residence of sex offenders and inquire about their behavior.
4. Inform local police immediately upon learning that a sex offender has committed a new crime; provide the names of probable suspects among parolees when a sex crime is committed; make sex offender files available to police.
5. In the cases of sex offenders strongly suspected of violations and where the agent experiences difficulty in obtaining information, request the local or State Police to make discreet investigations and submit a report.

HOW THE BOARD OF PAROLE MAY HELP YOU

The local district office is a source of much information when the police are attempting to locate a criminal.

1. The parole files indicate the present status of all parolees
2. Pictures of all parolees are available in the file
3. If necessary, the parole agent may bring suspected parolees to the office for you to interview
4. The parole agent is a good source of information on the movements of parolees and others in his district
5. The Board's Field Staffs have instructions to make available parolee files to law enforcement personnel.

HOW THE POLICE CAN AID IN REHABILITATION

The police can assist the Parole Agent in his job of rehabilitation in a number of ways.

1. Report any evidence of parole violations you may see to the Parole Agent
2. If at all possible, check with the agent when you wish to question a parolee. The agent may be able to assist and, if the parolee is not guilty, it may save his job if it is not necessary to take him in.
3. A copy of the Police Arrest Report can provide the Board with valuable information for use in both parole selection and rehabilitation. The reports can assist the Board in judging the success of the rehabilitative program for the individual both in the institution and on parole.

ERIE
DISTRICT OFFICE NO. 6





